Effective January 1, 2021, Supplemental Paid Sick Leave (SPSL) can be utilized until September 30, 2021.

1 A doctor’s note should have an end date.
- Self-quarantine: Employees who may have been exposed to COVID-19. Employees who are solely identified as high-risk do not qualify under this criteria.
- Isolation: Employees who have tested positive for COVID-19 and ordered to self-isolate.

2 Employers must implement rotational and flexible schedules to ensure employee safety.

3 Employers must prioritize telework for employees who are 65+ or with chronic health conditions; then assess telework availability for all others. If telework equipment is limited, utilize the Potential Telework Ideas resource posted on the CDCR internet.

4 External redirection of work includes reporting to CalHR for reassignment to essential duties which are able to be performed for another department remotely.
Flowchart Outline Descriptions for Essential / Non-Essential Employee Decision Tree

Essential Employees Outline

Chart begins: "Assess the employee’s job functions.", then "65+ or have a chronic health condition with Dr’s note?"

I. If "YES", then "Is telework available?"
   A. If "NO", then "Employee may utilize personal leave credits/CTB/NDI/SDI or SPSL."
   B. If "YES", then "Begin Telework."

II. If "NO", then "Must work onsite?"
   A. If "YES", then "Report to work onsite with social distancing protocols."
   B. If "NO", then "Are telework resources available?"
      1. If "YES", then "Begin Telework."
      2. If "NO", then "Employees may be redirected externally."

Non-Essential Employees Outline

Chart begins: "Assess the employee’s job functions.", then "Are telework resources available?"

I. If "YES", then "Begin Telework."

II. If "No", then "Redirect internally to telework?"
    A. If "Yes", then "Begin Telework."
    B. If "No", then "65+ or have a chronic health condition with Dr’s note?"
       a. If "YES", then "Employee may utilize personal leave credits/CTB/NDI/SDI or SPSL."
       b. If "NO", then "Employee may utilize personal leave credits/CTB/NDI/SDI."

I. If "NO", then "Employee may utilize personal leave credits/CTB/NDI/SDI or SPSL."

II. If "NO", then "Employee may utilize personal leave credits/CTB/NDI/SDI."
   a. Then "Employees may be redirected externally."
   b. Then "Notify HR."